
Retain for your information.

Purpose

This guide provides **general information** for the pest control dealer designated agent (DA) license issued by the Department of Pesticide Regulation (DPR).

General Information

Where to Find Information About the DA License

For detailed information about the DA license:

- Refer to the California Food and Agricultural Code (FAC) and Title 3, California Code of Regulations (3CCR) at www.cdpr.ca.gov
- Check the DPR website address at www.cdpr.ca.gov/docs/license/liccert.htm or
- Contact us at the above address, by phone, fax or e-mail:
Phone: (916) 445-4030 or (916) 445-4013
Fax: (916) 445-4033
e-mail: licensing-da@cdpr.ca.gov

Reference: FAC Divisions 6 and 7; 3CCR sections 6500-6508

Changes and Errors in Your License

You are required to immediately inform DPR in writing via letter, e-mail or fax if you:

- Find errors on your license or
- Change your name and/or address. Legal documents will be required in order to make a name change. A maximum fee of \$20 is required for all name and/or address changes and requests for duplicate or replacement license when submitted on a single application.
- DPR will not routinely issue a new license (card) when an address change is received. The \$20 fee for an address change is only required when the licensee requests a new license card.

Reference: 3CCR section 6508

Valid Period of Your License

You can work under the DA license issued to you only during its valid period from the **“Date of Issue”** until December 31 of the year indicated as the **“VALID THROUGH”** date on your card.

Reference: FAC section 12252; 3CCR section 6500

Work Allowed Under Your DA License

Each licensed pest control dealer business must maintain a designated agent at its principal office and an agent at each branch location. Your DA license qualifies you to actively supervise all of the pest control dealer operations that you are responsible for.

The following license and certificate holders also qualify as a designated agent and may fulfill the responsibilities of the designated agent: agricultural pest control adviser, qualified applicator licensee, apprentice pilot, and journeyman pilot.

Reference: 3CCR sections 6560-6574

Renewal Requirements

Renewal Fees

The renewal fee is \$25 per calendar year, to be paid to DPR every two (2) years for a total of \$50.

Reference: 3CCR section 6502

Renewing Your License

You are responsible for renewing your license **BEFORE** it expires **whether or not you receive a renewal form in the mail from DPR**. If you do not receive a renewal form by December 1 of the expiration year, contact us or you can obtain the renewal form and CE summary sheet from our website at www.cdpr.ca.gov/docs/license/liccert.htm.

To avoid a late-renewal penalty, your renewal fee and any required documentation must be post marked by December 31, of the expiration year.

Reference: FAC section 12252, 3CCR sections 6502

Late Renewals

Late renewals require a penalty fee of 50 percent (50%) of the total renewal fee, in addition to the renewal fee and required documentation. If you do not renew within 12 months after the expiration date, you must again apply to take the examinations to obtain the license.

Reference: FAC sections 11502.5, 12252; 3CCR section 6502

Questions

Call: (916) 445-4030 or (916) 445-4013

Email: licensing-da@cdpr.ca.gov